

PROGRAM SPECIFICATIONS
FOR THE
TRADE AND INDUSTRIAL/HEALTH OCCUPATIONS
INTERNSHIP PROGRAM

Missouri Department of Elementary and Secondary Education

Division of Vocational and Adult Education

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TRADE AND INDUSTRIAL/HEALTH OCCUPATIONS INTERNSHIP PROGRAM

I. OVERVIEW

The basic goal of trade and industrial/health occupations programs is to prepare individuals for the world of work through the development of marketable skills. This training can be accomplished by several methods. Traditionally, two distinct approaches have been utilized to reach this end--the regular preparatory program and the cooperative vocational education program.

The regular preparatory program is typically organized to provide a three-period block of instruction which utilizes classroom and laboratory experiences to develop skill training. Students enroll in these vocational programs in conjunction with their general education program.

The cooperative vocational education program is one that utilizes community work settings for skill training through cooperative training plans with employers and related classroom instruction provided by the school. Work periods and school attendance may be scheduled on alternate half days, full days, weeks or other periods of time for the entire school year. Students are employed and compensated in conformity with federal, state, and local laws.

The Trade and Industrial/Health Occupations Internship Program is designed to utilize the ideal provisions of both these programs. With this type of program, a student enrolled in a regular trade or health occupations program may be placed, no more than one semester and through a cooperative training agreement, in a community work setting prior to the completion of the school year. The primary purpose of this arrangement is to allow the vocational student who already possesses extensive skill training to utilize those skills in an employment setting, plus expand and enrich his/her training through additional employment activities. The internship program can smooth the transition from school to labor market and can provide a blending of the regular and cooperative approaches to vocational education.

II. DESCRIPTION

The internship program allows for two distinct options for student choice depending on the individual's progress in the educational program. The student will be able to intern only after having met established selection criteria, and the program will be supervised by the student's regular vocational instructor. Students who are placed in the internship program should be compensated in accordance with federal, state, and local laws.

A. Option One

A vocational student may be released from his/her regular vocational class during the second semester of the second year of the training program (generally, the last six to eight weeks of the school year). The timing for the use of this option shall be determined by local school personnel after reviewing the individual circumstances involved. No additional credit should be awarded for this substitution of the regular program. Option One simply offsets the time the student would have spent within the regular program.

B. Option Two

Second semester, second year vocational students who will complete the required courses necessary for graduation, may be released during the remainder of the day not devoted to their vocational training for participation in the internship program. Based on adequate placement, the student could be in an internship training position for the full semester. An additional one unit of credit shall be awarded to students for 20 or more hours of employment per week, per semester or one half unit of credit for less than 20 but more than ten hours per week, per semester in this option.

III. STUDENT SELECTION

A minimum student selection criteria shall be established. Items which could be considered are:

- A. Be enrolled in the second semester of the second year of a vocational trade and industrial/health occupations program;
- B. Be a senior in good standing in all course work;
- C. Has received a recommendation to participate in the internship program from the appropriate school personnel as well as the vocational staff.

IV. PLACEMENT POLICIES

The student may only be placed with an approved employer in a job that is directly related to the same area as the student's vocational program. A written training agreement/plan specifying the internship activities the student will experience while with the employer must be prepared. This agreement/plan will be developed by the school through discussions with the employer, and includes signatures designating the approval of the employer, the vocational instructor, the school administrator, the parent, and the student.

V. INTER-RELATED INSTRUCTION

Occupational and employment related instruction should be an integral part of the vocational training program, therefore, most of the informational background that a student needs to experience a smooth transition to the workplace should take place prior to placement into the internship program. A student may periodically need additionally information or guidance regarding either problem areas of new experiences encountered at the place of employment. This can be accomplished by (1) returning the student to the vocational class on periodic occasions; (2) discussion/instruction sessions at the place of employment with the student and/or the employer; (3) or, discussion/instruction sessions during the regular vocational class period (Option Two).

VI. SUPERVISION AND EVALUATION

An essential part of the internship program is on-the-job supervision of the student. Adequate supervision time must be arranged for the instructor of the regular vocational program to properly coordinate and evaluate student performance. A guideline for this supervision would be one period per day for 12-15 students on internship placements. Each student shall be supervised, on-the-job, by the regular instructor a minimum of one time for each four weeks of internship.

VII. RECORDS

In order to insure accountability of the internship program it is recommended that various records be kept on file by the school. The following records are required:

- a. Training Agreement/Plan
- b. Certificate of Age (when trainee is working in a hazardous occupation)
- c. Hazardous Occupation Addendum (when trainee is working in a hazardous occupation)
- d. Application for Sub-minimum Wages (when trainee is paid a sub-minimum wage)

The following records are optional:

- a. Training progress report
- b. Internship program application
- c. Student selection criteria
- d. Supervision report

VIII. TEACHER CERTIFICATION

The regular vocational trade and industrial/health occupations program instructor may be certified for the secondary internship program if he/she has:

- A. A current Missouri vocational trade and industrial or health occupations teaching certificate in the occupational area to be taught;
- B. Successfully completed Selection and Organization of Subject Matter and Principles of Teaching Industrial Subjects; and
- C. Successfully completed an approved course related to vocational cooperative education methods and techniques.

IX. GUIDELINES FOR SUBMITTING APPLICATIONS FOR THE TRADE AND INDUSTRIAL/HEALTH OCCUPATIONS INTERNSHIP PROGRAM

The following outline constitutes the minimum information necessary to review the appropriateness of an application for the internship program. Proposals are to be submitted to the State Director of Vocational Education on or before March 1. Local districts will be notified concerning the approval or disapproval of program requests.

- A. General Information
 - 1. Specify the trade and industrial/health occupations program(s) and option(s) utilizing the internship program. ✓
 - 2. Identify how the internship program will enhance the existing program.
 - 3. Indicate the proposed date of initiating the internship program.
- B. Instructional Information
 - 1. State the internship program objectives in measurable terms.
 - 2. Include a topical outline of the additional major units to be developed for the internship program.
 - 3. List any additional instructional materials, major texts, and references to be used.
 - 4. State the qualifications of the instructor assigned the responsibilities for the internship program.
- C. Student Information
 - 1. Describe how students will be selected.
 - 2. Indicate the anticipated enrollment in the internship program.
- D. Budget

Indicate any anticipated increase in salary and/or travel for the internship program.

E. Supervision

Specify the schedule of supervision of the instructor.

F. Evaluation

1. Identify the procedures and/or methods of evaluation to be used in determining results for the internship program. Relate these to the internship program objectives.
2. Indicate how the results of evaluations are to be used.

**SECONDARY VOCATIONAL
TRADE AND INDUSTRIAL/HEALTH OCCUPATIONS INTERNSHIP PROGRAM
TRAINING AGREEMENT/PLAN**

Student _____ Social Security No. _____

Cooperative Employer _____ Supervisor _____

This training Agreement/Plan details the individual on-the-job training experiences for the above mentioned student in that:

The STUDENT agrees to perform diligently the work experiences assigned by the employer according to the same company policies and regulations as they apply to other employees. The student will consult the instructor in regard to any problems which may occur with regard to the internship program, and will not terminate the work experiences with the cooperating employer without the approval of the program instructor.

The COOPERATING EMPLOYER agrees to provide supervision of the student and provide varied experiences as listed in this Training Agreement/Plan and to consult with the program instructor on any problems concerning the performance of the student-trainee while on the job. In addition to practical instruction, the employer agrees not to discharge the student without first consulting the program instructor. Students will not be denied entry into the program because of race, color, national origin, sex, or handicap.

The PARENTS of the student agree to share responsibility with the school for the conduct of the student while the trainee is working for the above name cooperating employer. All responsibilities and financial obligations incurred in transporting the student to and from the place of employment will be assumed by the parents.

APPROVALS:

Date: _____

Student _____

Cooperating Employer _____

Parent _____

Program Instructor _____

A balanced training program should be followed in order to provide the student with the skills, knowledge, and attitudes pertinent to the occupation in which training is provided. A schedule of work experiences have been identified and agreed upon by the cooperating employer and the program instructor as follows:

Week

Occupational Experiences

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

**SECONDARY VOCATIONAL
TRADE AND INDUSTRIAL INTERNSHIP PROGRAM
HAZARDOUS OCCUPATIONS ADDENDUM**

The Fair Labor Standards Act provides a minimum age of 18 years for any nonagricultural occupation which the Secretary of Labor "shall find by order declare" to be particularly hazardous for 16- and 17- year old persons, or detrimental to their health and well-being.

EXEMPTIONS:

Nonagricultural Hazardous Occupations Orders Nos. 5,8,10,12,14,16, and 17 contain exemptions for student-learners provided they are employed under the following conditions:

1. The student-learner is enrolled in a course of study and training in a vocational training program under a recognized state educational authority.
2. Such student-learner is employed under a written agreement which provides:
 - A. That the work declared hazardous shall be incidental to the training;
 - B. That such work shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person;
 - C. That safety instructions shall be given by the school and correlated by the employer with on-the-job training; and
 - D. That a schedule of organized and progressive work experience shall be prepared.

DECLARATION:

1. That the herein named student is enrolled as in (1), and employed under the conditions of (2) hereby form this addendum to the training agreement/plan.
2. The indicated exemptions of the Hazardous Occupations Orders which are attached are claimed for the student-learner named below.

This addendum is for a training period from _____, 19 _____
through _____, 19 _____.

INSTRUCTOR

EMPLOYER OR REPRESENTATIVE

STUDENT

**SECONDARY VOCATIONAL
TRADE AND INDUSTRIAL/HEALTH OCCUPATIONS INTERNSHIP PROGRAM
APPLICATION**

<hr/> Social Security No.	<hr/> Date of Birth	<hr/> Age
<hr/> Last Name	<hr/> First	<hr/> M.I.
		() <hr/> Home Phone No.
<hr/> Street Address		
Height <hr/> ft.	<hr/> in.	Weight <hr/> lbs.

Name and address of high school in which you are presently enrolled.

<hr/> Parents' Name	<hr/> Address	() <hr/> Phone No.
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Father's Place of Employment

Job Title

Mother's Place of Employment

Job Title

List all extra curricular activities in which you are involved.

Do you have any physical problems? If so, specify,

What is your occupational objective?

After graduation do you plan to: Attend college () Attend specialized vocational school () Seek full-time employment ()

Are you employed now? If so, where?

Employment record

Employers	Dates Worked	Type of Work Done
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

List in order of preference three firms or types of work by/in which you would like to be employed. These must agree with your occupational objective (goal).

- A. _____
- B. _____
- C. _____

Are you willing to begin work for small wages in order to learn this occupation?

Can you provide your own way to work each day?

List two teachers (who know you best) in your school as references.

- A. _____
- B. _____

Present Daily Schedule

Class	Teacher	Room
Hr. 1 _____	_____	
Hr. 2 _____	_____	
Hr. 3 _____	_____	
Hr. 4 _____	_____	
Hr. 5 _____	_____	
Hr. 6 _____	_____	

**SECONDARY VOCATIONAL
TRADE AND INDUSTRIAL/HEALTH OCCUPATIONS INTERNSHIP PROGRAM
STUDENT SELECTION CRITERIA**

The following factors should be met favorably before a student may be and continue to be enrolled in the internship program.

1. The student has a career objective in agreement with the same occupational area as the program.
2. The student should be in good standing in all course work.
3. The student does not have excessive absenteeism
4. The student has favorable recommendations from the cooperating sending school.
5. The student has no extra curricular activities that will conflict with the demands of the internship program.
6. The student meets the local, state, and federal minimum age requirements for the occupational objective.
7. The student has an acceptable work related attitude.
8. The student has employment with an approved employer.
9. The student has appropriate transportation for traveling to and from the internship employment position.
10. The student has complied with any union involvement or regulations for apprenticeship or membership if it applies to the selected occupational training.
11. The student complies with the training agreement for supervised employment.
12. The student studies the technical related information contributing to competency in the part-time employment.
13. The student consults the instructor about any occupational problems concerning the internship program.
14. The student has adequate assurance of parental support for participation.

**SECONDARY VOCATIONAL
TRADE AND INDUSTRIAL/HEALTH OCCUPATIONS INTERNSHIP PROGRAM
SUPERVISION RECORD**

Student-Trainee

Cooperating Employer

General Employer Information

Date _____

Visit Notes _____

Date _____

Visit Notes _____

Date _____

Visit Notes _____

Date _____

Visit Notes _____

Date _____

Visit Notes _____

**SECONDARY VOCATIONAL
TRADE AND INDUSTRIAL/HEALTH OCCUPATIONS INTERNSHIP PROGRAM
TRAINING PROGRESS REPORT**

Student _____ Employer _____

Week Beginning _____

No. of
Hours On-the-job activities are to be recorded each day.

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

TOTAL HOURS

EMPLOYER EVALUATION: (Please list any comments you have regarding the job performance of the student.)
